



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE
FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE AND THE PUBLIC SERVICE
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

28 February 2018

Circular No 11

File No. 107/022

Public Expenditure Policy Coordination Division

Permanent Secretaries

Heads of Departments

Chairmen of Boards of Public Bodies (fully or partially funded from the Consolidated Fund)

Chief Executive Officers of Executive Agencies

Re: Linking Payroll with Approved Positions

Permanent Secretaries, Principal Receivers of Revenues (PRRs), Heads of Departments, Chairmen of Boards and Chief Executive Officers are advised that the MyHR+ (formerly Human Capital Management Enterprise System -HCMES), which is currently being rolled out in the Public Sector, will not permit persons to be put on the payroll that are not in approved positions. This is in keeping with the Public Financial Management reforms currently being undertaken in the Public Sector.

In anticipation of the implementation of MyHR+ in your organisation, a manual check must be done to ensure that all persons on the payroll are in approved positions. An approved position shall mean a position approved by the relevant authority and/or any contract position approved by the Strategic Human Resource Management Division (SHRMD) of this Ministry.

Where it is revealed that there are persons on the payroll that are not in approved positions, steps must be taken to address this matter to ensure compliance. Please contact the SHRMD of this Ministry for further advice in this regard. **Effective April 1, 2018 no officer should be placed on the payroll unless approval for employment is received from the relevant authority.**

Permanent Secretaries, Principal Receivers of Revenues (PRRs), Heads of Departments, Chairmen of Boards and Chief Executive Officers must ensure that this Circular is brought to the attention of all relevant officers.

Darlene Morrison (Miss)
Financial Secretary (Acting)